

RACE ORGANISERS' MANUAL

JULY 2013

Race announcement	<ol style="list-style-type: none"> 1. A formal/ informal function with sponsors and invited guests may take place prior to the race. 2. Decide on invitations, date, venue, catering, bar and any speeches. 3. Issue release to Press, local suburbs papers, community radio stations and running websites eg. www.wpa.org.za, www.runnersguide.co.za, www.runnersworld.co.za. Also send press release to wpa@yahoogroups.com for distribution on the WPA email service.
Suggested race committee portfolios (which may be combined)	<ol style="list-style-type: none"> 1. Race convenor – 2. Events package application 3. Finance/Treasurer – budget, payments 4. Advertising, media liaison including TV 5. Entry forms – approval, printing and distribution 6. Admin/ registration – pre-entries, database, race numbers, registration 7. Handouts - T-shirts, caps, badges, medals, goody bags 8. Liaison with WPA office – entry cards, bank bags, safety pins, finishing sachets, results boards, officials' contacts, race information sheet, temporary licences 9. Security – venue, parking, tog bags 10. Start – banner, starter's gun, loudhailer/ sound system, bunting, start line 11. Route manager - course layout, measurement, km boards, taping, cones, fencing, traffic assistance, road closures 12. Marshals – parking, route, lead vehicle 13. Refreshments – water, Coke en route and at finish area 14. Finish – banner, chutes, marshals 15. Results 16. Prize giving – cash prizes, spot prizes, lucky draw prizes 17. Medical 18. Fun Run 19. International Athletes 20. Catering – VIP, runners, public 21. Waste management 22. Technical officials liaison 23. Liaison with City of Cape Town 24. Safety Officer
Letters of application and permission	<ol style="list-style-type: none"> 1. Submit City of Cape Town events application via the WPA office at least 4 months in advance. 2. See annexure 1 for details of areas of consideration or consult website for document entitled "Guidelines for Staging Events" to ensure that all requirements are addressed. 3. The City of Cape Town will liaise with the local municipalities and various departments to co-ordinate activities. 4. SANParks and Parks and Forests Boards where applicable. 5. Race Doctor/ medical services 6. Confirm with chief referee and chief timekeeper (names and contacts numbers available from the WPA office) 7. Venue – confirmation, payment 8. Public Liability Insurance

	<p>9. Notify neighbours and surrounding businesses of the event. Complete noise indemnity form for sound (voice and music)</p> <p>10. Should a Club decide to engage the services of a professional race organiser to assist with the organisation of their race they must inform WPA at the earliest opportunity in writing. It must be remembered it is the clubs responsibility to have overall control of their race and they must deal with the WPA Office</p> <p>11. Special permissions from Traffic Dept if you wish to include wheelchair competitors.</p> <p>12. Race Information sheet is to be submitted to WPA office at least 2 weeks before the event</p> <p>NOTE: No changes in date, time, venue, distance or character of race can be made without prior approval of WPA.</p>
Finance	<p>1. Appoint treasurer</p> <p>2. Draw up race budget</p> <p>3. Charges levied by WPA include route measurement, technical officials, equipment hire, consumables, race levies, temporary licences</p> <p>4. Keep a cash book</p> <p>5. Set up separate race account</p> <p>6. Bank money regularly</p> <p>7. Pay accounts promptly (particularly WPA invoices)</p> <p>8. Reconcile income and expenses. Do not allow uncontrolled and unrecorded use of entry money cash to be used to settle immediate debts (e.g. Peninsula Beverages, Announcer) on the day.</p> <p>9. Ensure all payments e.g. Sponsors payments and race entries are paid into the club's accounts.</p>
Advertising/ media liaison	<p>1. Confirm sponsor(s)</p> <p>2. Decide on advertising plan</p> <p>3. Contact radio stations, newspapers</p> <p>4. Ascertain if there is any TV coverage planned</p> <p>5. Distribute leaflets to clubs, shops, races etc. Obtain from the WPA office a label run with club addresses if posting to clubs.</p> <p>6. Put up posters where relevant</p> <p>7. Send a few copies of your entry form/pamphlet to WPA as they receive many telephonic enquiries about future races.</p> <p>8. Email approved race flyer to wpa@yahoogroups.com for distribution</p> <p>9. If using electronic media such as Facebook or on line entries/advertising, make sure that the site content is in line with the approved race flyer.</p>
Entry forms/ flyers	<p>1. The Secretary of WPA must approve all entry forms/race pamphlets before they are printed. Please allow sufficient time (at least two weeks) for the perusal.</p> <p>2. The WPA office can supply a list of the standard rules that must appear on the race flyer.</p> <p>3. Check the domestic rules for specific details relating to your race distance.</p> <p>4. It is not necessary to have an entry form with runners' details for non-pre-entry races.</p> <p>5. Sponsor's choice of colours</p> <p>6. Sponsor's name and logo – including COKE and Coca Cola Road Challenge Series if applicable</p> <p>7. Manual Entry Fee – consult maximum fees allowed (maximum fee to include all banking and entry costs)– consider donations to WPA Transport Fund or charity</p> <p>8. Online entry fees if these cost more than the manual entry fees</p> <p>9. Refer to the requirements that athletes need to wear their current licence numbers or purchase and wear a temporary licence</p> <p>10. Cost of temporary licences – consult temp licence fees for various distances</p> <p>11. Age limit plus race qualification if applicable – consult minimum ages for race</p>

	<p>distances</p> <ol style="list-style-type: none"> 12. Time and Date of Race 13. Venue of race plus description of race route 14. Closing date if pre-entry race 15. State in accordance with the Rules of ASA and WPA 16. Person to contact re Enquiries. / e-mail address 17. Indemnification 18. Signature/Parent's Signature if using an entry form 19. Clearly stipulate age groups under the prize section. 20. Open and category prizes - In all age categories other than Senior, age category tags must appear on the front and back in the top centre section of the upper body attire, in order to be eligible for prizes. These tags are available from WPA, or your club, at a cost of R5 (Maximum cost) a set. Age category tags must be clearly displayed for the duration of the event, i.e. not covered by rain jackets etc. Athletes that fail to display their age tags will be considered for senior prizes only. 21. Prizes – Team prizes must be based on time. ALL category team prizes comprise 3 finishers except for the Open/Senior men and women, which are 4 to count. 22. Course record per category 23. Hand outs e.g. T-shirts, Badges, Certificates, Medals – type and quantity available 24. Cut-off time 25. Acceptance of late entries 26. Prize giving time and place 27. Direct payment or other payment details 28. State whether race numbers will be issued or not 29. Add the clause discouraging the use of headphones 30. Printers – decide who is going to print/ copy flyers 31. Number to be printed 32. COMPUTER DATA (only used for pre-entry races – Chip or limited field). [Suggest indent as follows] <ol style="list-style-type: none"> a. Name/ Surname b. Postal Address c. Contact telephone numbers d. Email address e. Emergency contact number / next of kin f. Date of Birth g. ID number h. Sex (M/F) i. Age Group j. Nationality (foreign runners are currently excluded from team prizes). If foreign does runner have Permanent Residence? k. Province, Club and current licence number (or need for temporary licence) l. Qualifying race, date and time run, if necessary m. T-shirt size if applicable n. Race administrator to record race number, finishing position and time as necessary. o. Previous best time and number of races run are optional p. Special Information - husband/wife/father/son etc on request q. Sponsor survey data e.g. shoe brand etc
Invited runners from out of town	<ol style="list-style-type: none"> 1. Which plane/bus/train is he/she on? 2. Who will fetch and take? 3. Accommodation 4. Pre-race briefing 5. Where 6. When

Entry/registration venue	<ol style="list-style-type: none"> 1. Adequate flow for size of field. Venue should have multiple entries and exits, or very wide doors 2. Enquiries table – where 3. Lights 4. Route map displayed (preferably more than 1) with indication of which side of the road the runners are supposed to run on 5. Tables and pens (pencils if raining) for completion of finishing cards/forms 6. Tables and clear signage for each age category, temporary licences, pre-entries, tog bag security and route map 7. Place signage above helpers to enable athletes to see them clearly 8. Separate table for pre-entries 9. Computer printouts as required 10. Separate table for sale of temporary licences 11. Sufficient helpers 12. Adequate cash/ float/ change (do not underestimate change requirements) 13. Shoe Boxes/Security for cash 14. Paper clips for notes 15. Rulers and pens for helpers (pencils, if wet) 16. Finish cards, bank bags and safety pins (all available from WPA) 17. Clubs are advised to stamp the back of all finish cards to ensure that finishers have paid their entry fee and used a legitimate card. 18. Signage to toilets/ showers 19. Directional signage to start area <p>NOTE: Make sure you have adequate facilities with sufficient manpower to take entries, as this is the main reason for races starting late.</p>
Finishing cards	<ol style="list-style-type: none"> 1. All runners must run with their cards. Runners are to be reminded of this by announcer. 2. Colour code categories: white cards for men and pink cards for women showing letters symbolising age category. NB <i>NO OTHER COLOUR CARDS WILL BE USED AT RACES IN THE WP.</i> 3. Juniors (J) 4. Seniors 5. Master 40-49 (40) 6. Masters 50-59 (50) 7. Masters 60-69 (60) 8. Masters 70+ (70)
Tog-bag security	<ol style="list-style-type: none"> 1. Tog-bag security area 2. System for identification of bags e.g. stickers on which licence or race numbers to be written and attached to bag. (pens, string, cable ties etc)
Handouts	<ol style="list-style-type: none"> 1. Decide on type and number of handouts. 2. Size breakdown – XS, S, M, L, XL, XXL (Children’s sizes may also be required) 3. Sponsor’s choice of design and colours 4. Sponsor’s name and logo 5. Sponsor’s should bear full cost of T-shirts or other handouts <p>NOTE: It is the club’s decision to choose their own supplier. Ask other clubs who they have used or phone the WPA office for a contact number.</p>
Race numbers	<p>NOTE: Special race numbers are not required for races and it is the club/ sponsor’s decision to issue printed race numbers. If race numbers are to be issued, see action below.</p> <p>If no special race numbers are provided, then licence numbers are to be worn on front and back. If only one special number is provided, then this must be worn on the front of the vest, with the licence number/ temporary licence on the back. If two special numbers are issued, then no licence numbers need to be worn,</p>

	<p>however a temporary licence fee is still payable where applicable. Every athlete must display a valid licence number during competitions.</p> <ol style="list-style-type: none"> 1. Decide on design and colours 2. Sponsor's name and logo 3. Submit proposed race number to the WPA office for approval prior to printing 4. Printers – get contact details from other clubs or call the WPA office for contact number 5. Decide on quantity of race numbers required and obtain quote 6. Race numbers: The maximum dimensions of the numbers shall be 24 cm in width and 20 cm in height. The maximum height of identification above the numbers shall be no more than 8 cm. The height of the numerals shall not be less than 6 cm and no more than 12 cm. The height of the identification below the number must be no more than 4 cm. <u>The number must be worn on the vest so that it is wholly visible. It may not be tucked into an athlete's shorts or obscured or defaced in any way whatsoever. (Rule 3.4 ASA RULES 1999)</u> 7. <i>There may be no more than TWO sponsors on a race number</i>
Route measurement	<ol style="list-style-type: none"> 1. Course must be measured by a WPA qualified course measurer. (Contact WPA office) 2. Use Clane Jones Device, available from WPA. Refer to ASA Handbook. 3. Calibrate device before and after measurement <p>NOTE: There are certified distances which can be used to check the calibration of the device. The following is a list of previously certified distances, but the ongoing validity would need to be checked.</p> <ul style="list-style-type: none"> - Green Point, Main Road (800m) - Firgrove Way, Meadowridge (1000m) - Forest Drive, Pinelands (500m) - Beach Road, Mouille Point (500m) - Durbanville, Klipheuveld Rd. (500m) - Park Road, Rondebosch Common (500m) <p>For further details contact Gavin Wright (contact details available from WPA office)</p> <ol style="list-style-type: none"> 4. Mark each kilometre – please mark road discreetly. It is useful to also make a discrete mark on a feature beside and off the surface of the road 5. Draw up a list of kilometre marks, with description of placement e.g. 2 m from traffic light on north side of Rose and Daisy Street intersection. 6. Ensure that short course prevention factor of 0.001% per km has been added 7. Submit course measurement certificate, which will be issued by the qualified course measurer, for all 10 km, 15 km, 21,1 km and 42,2 km races to WPA office prior to the race. 8. Add the 0,1 and 0,2 in a half and full marathon at the end of the final kilometre at the end of the race. 9. Re-measure course every 5 years even if it has remained unchanged in all respects. 10. WPA will keep a register of all course measurement certificates. 11. No WPA Championship race shall be run on any part of an unmade road i.e. gravel, sand etc, except that the final approach to the finish line may be on cut grass.
Route - general	<ol style="list-style-type: none"> 1. Road closures or traffic assistance 2. Lead car/bike/bicycle. Do not use an emergency or traffic vehicle as the lead vehicle 3. Kilometre boards. Arrange for weights to hold them down in strong winds. 4. Corners to be taped 5. Tail-end vehicle. Do not bank on the ambulance for this task. 6. Warning signage if runners are crossing the road at some point <p>NOTE: Records will only be recognised on a standard course, refer to ASA Road Running Rules.</p>
Start	<ol style="list-style-type: none"> 1. Where/ when 2. Line on the road. Use flour or masking tape if permanent mark is not allowed

	<ol style="list-style-type: none"> 3. Lights 4. No-parking signs, put up well before the first of the runners arrive to enter 5. Seeding boards, if applicable 6. Rope/ bunting and holders 7. False start line (± 5 m from actual start line) is a good idea. Bring athletes forward about a minute before the start. 8. Start banner/ indicators 9. Toilets available for men and women (toilet paper/keys to open) 10. Scaffolding, as requested 11. Starter/ start gun (see technical officials) 12. Separate start pen for women (standard is left hand side of start) 13. PA System (loudhailer as backup) <p>NOTE: The race must start at the advertised time and the start area must be effectively cordoned off to ensure a fair start. Please ensure that all runners are given the opportunity of safe storage of their tog-bags. Please ensure that the start area is kept clear of parked cars on both sides of the road.</p>
Marshalling	<ol style="list-style-type: none"> 1. How many 2. Needed where 3. Flags 4. Bibs, with reflective marks if race starts at dawn or finishes after dusk 5. What time to be in position 6. Pre-race briefing (where/ when) 7. Stakes, bollards, lights, signs 8. Chevron tape, fencing 9. Lead cyclists – 2 or 3 cyclists in case lead splits up or in the event that one of the cyclists gets a puncture. 10. The role of the traffic department (along with route manager) <p>NOTE: It is important that marshals be assertive, know where to stand and what they must do. Ensure no corners are cut by runners – such corners to be taped. Athletes must run where the course has been measured. Marshals have no authority over traffic or the right to stop traffic. At key intersections liaise with traffic authorities for assistance. Marshals should not be less than 18 years of age.</p>
Parking	<ol style="list-style-type: none"> 1. Provision of parking areas 2. Identifiable parking attendants 3. VIP/ reserved parking 4. Security, from opening of entries to end of prize giving
Route refreshments	<ol style="list-style-type: none"> 1. Number of tables 2. Table captains and appropriate number of table helpers, preferably adults 3. Sponsor's banner 4. Station signs etc. "feeding station ahead"; "no littering past this point" 5. Plastic bottles or cups/water sachets/booster bags, 6. Tables, litter boxes, ice baths, water containers/hosepipes 7. Refuse bags for cleaning the route. The best way to clean the route is to have workers walk from table to table on both sides of the road 8. No children under 12 years of age to man stations 9. A minimum of 3 water sachets per runner per table should be used. 10. Races up to 10 km No Coke necessary on route 11. Races up to 15 km One Coke table necessary on route 12. Races up to 21 km Three Coke tables necessary on route 13. Races more than 21 km Every 2nd table after 10 km should have Coke

	<p>NOTES: Ensure same sequence of drinks throughout the course i.e. Coke, Water. Time of first runner, last runner. Positioning of tables important - ensure good spreading. It is also useful to have small supply of vaseline and heat rub available at feeding stations as runners often ask for these items at refreshment stations.</p> <p>WPA has an agreement with Peninsula Beverages to service races with large fields and to supply Coke to other races on a “collect your own” basis. Crates with bottles will be supplied after payment of a deposit, which is refunded when all the crates and empty bottles are returned. Coke must be collected from the Parow office of Peninsula Beverages. No transport will be provided to take Coke out on the route, no trestles or ice/water buckets will be provided. Check with the WPA office to ascertain if your race is on the list.</p> <p>If your race is part of the COCA COLA league series, product will be supplied. It is still the clubs responsibility to confirm with Peninsula Beverages that they will be there.</p>
Finish	<ol style="list-style-type: none"> 1. Where 2. Finish banner/Scaffolding. 3. Clear finish line 4. The finish to be a min of 3 m wide with no visual or physical obstruction for at least 5m after the line. 5. Numbered sachets and sufficient helpers available 6. Results boards should be cordoned off and raised off the ground, and a box for excess cards to be available 7. Lighting if necessary 8. Sponsor's banner 9. Timing machines moved from start to finish 10. Loudhailer/PA system 11. Posts/ stakes/ poles and tape for demarcating chutes, with effective marshall(s) and signage if multiple distances require different chutes 12. Dummy chute in between multiple chutes, for the officials to use—See 4 above 13. Tape recorders, clip boards as required 14. Arrangements for Wheelchair finishers if allowed to take part 15. Helpers and jobs 16. Medical assistance on hand 17. Toilet paper, black bags, refuse bins for litter, waste-away bin 18. Leave start/ finish areas in same condition as they were found, or cleaner 19. The provision of refuse bins will help to keep the grounds clean. 20. Commentator/Announcer – bilingual plus assistants (consider African language) 21. PA system at start and finish 22. Request for erection of scaffolding or raised platform to be included in event application package. Engineers certificate required for all scaffold structures <p>NOTE: When laying out your finish ensure that there is a sufficient long tunnel to handle the density of finishers particularly in short distance races (Refer annexure). Prohibit handouts after the finish line as this slows down the exit of runners leaving the finish area. Please ensure that the finish area is spread over a big area to prevent any congestion. Too often the Coke area is too close to the finish causing much congestion. Consult with the referee if unsure.</p> <p><u>Optional:</u></p> <ol style="list-style-type: none"> 23. Vendors or caterers with food and drinks e.g. tea/coffee/soup, cool drinks (make use of Coke/Powerade etc.), watermelon/ fruit, sandwiches/ biscuits/ pancakes, burgers/ hot dogs for the public and helpers. Take cognisance of City and Health regulations

	<p>24. Placement of stalls</p> <p>25. Showers, change rooms for both sexes</p> <p>NOTE: Please note that Race Organisers are responsible for their results, they must appoint a Results Official who must be a qualified Road Official. Race Referees check results for their accuracy.</p>
Technical officials	<ol style="list-style-type: none"> 1. Chief and assistant referee 2. Chief and assistant timekeeper (they will bring timing devices and display clock) 3. Race Starter (usually one of the timekeepers) and starter's gun. The starter shall be responsible for the start, if a guest starter is used the WPA official to explain what is to be done and give a count down. 4. Results official must be a registered technical official. The Club can appoint their own member to perform this role or ask WPA to appoint one. Club to provide a member to help with results and recording of first 30 men and first 20 women. 5. Timekeepers require table, chairs and gazebos/umbrellas for sun/rain, to be supplied at the finish by the organisers. Timekeepers table must be in line with the Finish line, so bear this in mind if using scaffold for a Finish banner. 6. Recorders/Backup System – Tape recorder 7. Paper and Clipboards 8. Line Judge (may be club appointed. One may also be required for judging King/ Queen of the Mountain or other special award) 9. Referees pack with: <ul style="list-style-type: none"> - route map - information sheet - route measurement certification - contact details for organiser and medical staff 10. Car/Motorbike with helmets 11. Referee appoints a Jury of Appeal (must be at least 1 referee and 2 others preferably qualified road officials) – minimum 3, if required. 12. Medical assistance is mandatory: <ul style="list-style-type: none"> - must be medical doctor or paramedics (advanced life support) - must have own supplies. - must have radio/ phone contact with course or a roving vehicle (if possible) - ice - rubbing section – heat rub and/ or physiotherapists are optional. <p>NOTE 1: Reserved parking, with easy access to the start and finish areas, for race officials is preferable.</p> <p>NOTE 2: Organisers are not expected to provide refreshments or hand outs for the technical officials although refreshments are welcomed when especially time keepers are required to stay in position for longer (3+ hours) events</p>
Results and Prize Giving	<ol style="list-style-type: none"> 1. Results officials, club or WPA appointed, are responsible for the race results (individual, team and the first 30 men and 20 women) 2. These will be checked by the chief referee for accuracy and signed off. 3. Decide on who is issuing full results after the race 4. Where/seating/ tables 5. Announcer 6. Speeches by whom 7. Who will handout the prizes/floating trophies/medals 8. Lucky draws – how is the draw done and who will do this. This must be kept to a max of 30 minutes. The length of prize giving can be minimised by handing out lucky draw items as spot prizes linked to say finishing positions. It is recommended that where there are many spot prizes, these should be given out at random as runners finish. 9. Lighting 10. PA system

	<p>11. Flowers for presenter, if applicable</p> <p>12. Sequence of prizes, using pre-marked envelopes and ideally pre-packed envelopes for cash prizes.</p> <p>NOTE: Do not offer handout to first 500 finishers and neglect the other finishers. Suggest offer incentives to people to enter early e.g. T-shirt to first 1000 entries.</p>
Wrap up	<p>Letters of thanks to:</p> <ul style="list-style-type: none"> - Sponsors - Suppliers - Donations <ol style="list-style-type: none"> 1. WPA invoices paid (Consumables, hire of equipment, payment of officials levies etc) 2. Results issued in printed & electronic format with a couple of hard copies and an electronic copy to the WPA office 3. WPA transport fund would welcome donations to enable disadvantaged runners to get to race venues. 4. Post race meeting to discuss race report - what worked and what didn't. Identify improvements for the next year. The race referee(s) will write a report(s) within 2 weeks, arrange to obtain a copy(ies). 5. Complete financial report and submit to club committee, including Auditor's certificate where applicable 6. Send copy to sponsors.

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**To be read in conjunction with
IAAF Competition rules www.iaaf.org
ASA Rules and Regulations
WPA Domestic Rules**

JULY 2013